

# **Centennial City Clerk**

## **Monthly Report**

### **JUNE 2011**

<b>Activity</b>
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#### **Boards and Commissions**

The Deputy City Clerk staffed the Ad Hoc Appointment Committee for the Election Commission. The City Clerk, as the Chair of that Commission, served on the Ad Hoc Appointment Committee. Appointments will be made for this board at the July 6, 2011 City Council Meeting.

The City Clerk staffed the Ad Hoc Appointment Committee for the Senior Citizen Commission. Thirty-eight applications were received, and interviews began June 29<sup>th</sup> and 30<sup>th</sup>. Another day of interviews is scheduled for Saturday, July 9<sup>th</sup>, after which appointments will be recommended to City Council on July 18<sup>th</sup>.

#### **City Council Meetings**

The City Clerk and Deputy City Clerk staffed three City Council meetings and one Board of Ethics Hearing in June. Audio recordings of each meeting and approved minutes are available via the city's web site at [www.centennialcolorado.com](http://www.centennialcolorado.com).

#### **Liquor Licensing**

The Liquor Licensing Authority met on June 2, 2011 for the consideration of renewal of an existing Hotel/Restaurant Liquor License for Little Pub #19 LLC, dba Dirk's Sports Tavern, 7500 S. University Blvd. The Authority was concerned with the number of calls for service by the Arapahoe County Sheriff's Department during the past year. The Authority instructed staff to renew this liquor license administratively.

Fourteen (14) renewal applications were processed by the Deputy City Clerk in June.

#### **Passports**

Ninety-one (91) passport applications were accepted and sent to the U.S. Department of State in June. Forty-two (42) photos were taken.

## Public Records Request

The City Clerk's office processed twelve (12) public records requests in June. All requests were completed in a timely manner according to the Colorado Open Records Act.

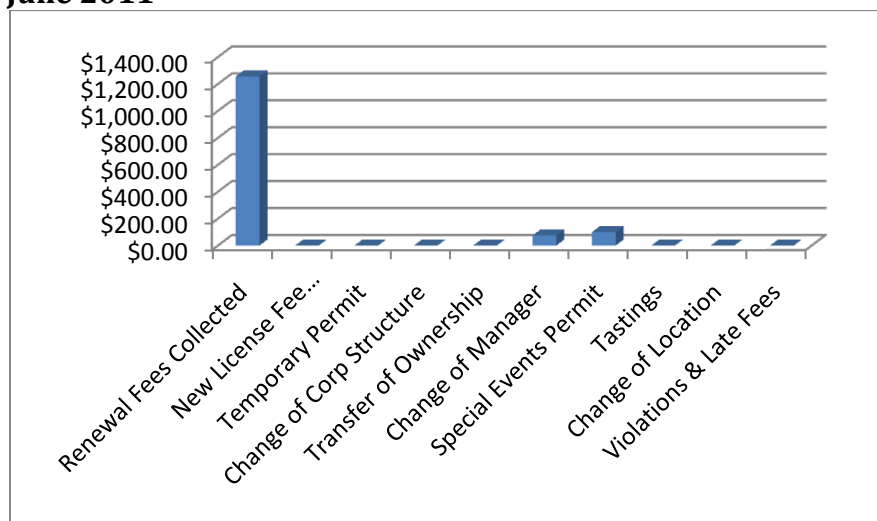
## Fees

### Liquor Licensing

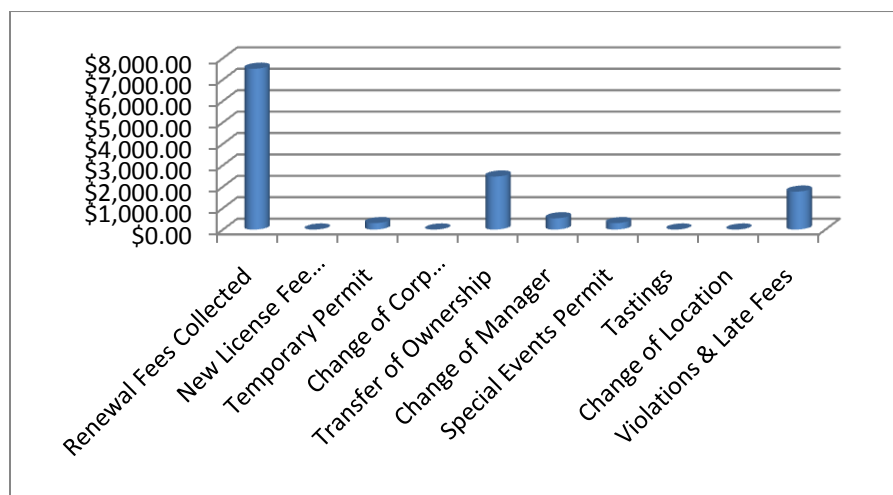
Total Licensing Fees Collected June 2011: **\$1,431.25**

(Compared to Total Licensing Fees Collected in June 2010: \$4,673.45)

### June 2011



### Year to Date 2011



**Passports**

Total Passport Fees Collected June 2011: **\$2,695.00**

Execution Fees to the City of Centennial: \$2,275.00

Photo Fees Collected: \$420.00

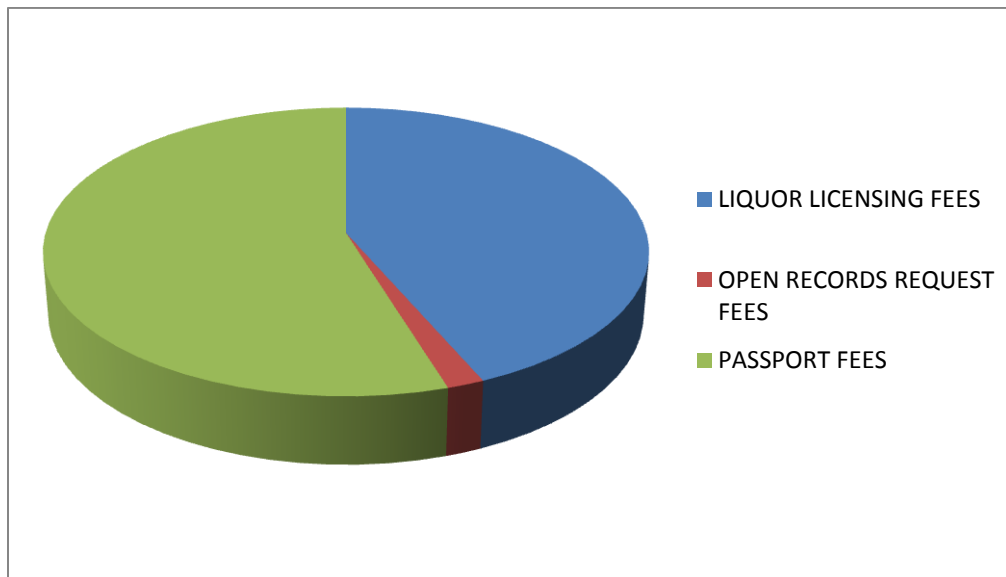
**Public Records Request**

Total Public Records Request Fees Collected June 2011: **\$5.50**

Year to Date Total Fees Collected 2011: **\$524.20**

**Total Fees Collected by the City Clerk's Office Year to Date (2011): \$29,653.36**

<b>LIQUOR LICENSING FEES</b>	<b>OPEN RECORDS REQUEST FEES</b>	<b>PASSPORT FEES</b>
<b>\$12,879.16</b>	<b>\$524.20</b>	<b>\$16,250.00</b>



### **Special Projects and Training**

The City Clerk staff continued training of all employees on the Colorado Municipal Records Retention Schedule and records retention and destruction procedures. The City Manager's Office staff, Community Development, Animal Services, Code Compliance and CIP staff attended training in June. The City Clerk staff will complete this training of all departments in July.

The Deputy City Clerk and Sr. RIM Clerk hosted the Colorado Municipal Clerks Association Records Committee meeting at the Civic Center on June 17<sup>th</sup>.

The Deputy City Clerk attended a Courtroom Testimony Training hosted by the Human Resources Department.